

**STATE OF WASHINGTON**  
**AGENCY NAME**  
**LEGAL NOTICE**  
**SOLE SOURCE ADVERTISEMENT**

The Office of Financial Management (OFM) contemplates awarding a sole source contract to Liberum L.L.C. (Contractor) for a period commencing immediately upon contract signing through December 31, 2015. This contract would use Liberum professional services to:

- Lead the Organizational Change Management (OCM) team on the Time, Leave and Attendance (TLA) project implementation at the Department of Ecology (Ecology);
- Execute the OCM plan for Ecology including strategy and direction for the OCM team,
- Provide on-going stakeholder management support and engagement including but not limited to Ecology leadership, champions, subject matter experts, timekeepers and power users.
- Ensure communication planning and delivery includes a diverse set of delivery methods designed specifically for the Ecology cultural environment.
- Provide direction and support to the OCM training lead developing instructor led training for end-users.
- Update the OCM plan as necessary.
- Provide routine reports on progress and status.

The state believes that Liberum L.L.C. is uniquely positioned to offer the expertise needed to effectively and efficiently lead the project OCM and results in a significant reduction of risk for end-user acceptance and project delay because:

- Contractor already provides TLA project management services for Ecology and therefore has an in-depth understanding of the project, business requirements, and status.
- Contractor conducted the TLA Needs Assessment for Ecology and developed the OCM plan specifically designed to address those needs.
- Contractor has direct experience working with the WorkForce Software product "EmpCenter" that is being implemented.
- Contractor can execute the OCM plan without delay because of their unique knowledge of the TLA project and the OCM plan for Ecology.
- The timing of the work is critical because the timeframe for the project is very tight; testing is underway and the pilot implementation is scheduled for July 1, 2015.

The contract will be issued on or about April 16, 2015.

Vendors who believe they possess the same experience and capabilities, and meet the same requirements as Liberum L.L.C., are welcome to submit capability statements detailing their ability to meet the state's requirements within five (5) business days of this announcement. In the absence of other qualified sources, it is the state's intent to make a sole source award of the contract.

For more information, contact:

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